# Pure Edge and Approve It Digital Signature Fixes

Revised 8 Feb 07

# Verify Correct Software

❑ **NOT using Internet Explorer 7**

❑ **ActivCard Gold 3.0 with Feature Pack 1 and 2**

❑ **PureEdge Viewer 6.5.1**

❑ **Approve It 5.7.3**

❑ **DoD Root Certificates Installed**
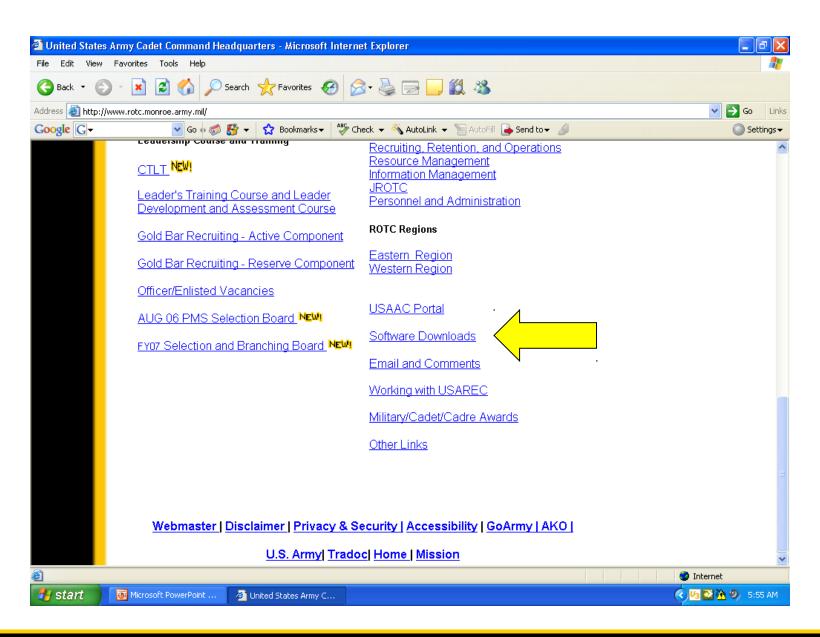
# ActivCard Gold 3.0 with Feature Pack 1 and 2

- ActivCard Gold 3.0 with Feature Pack 1 and 2 are available at the USACC website for downloading
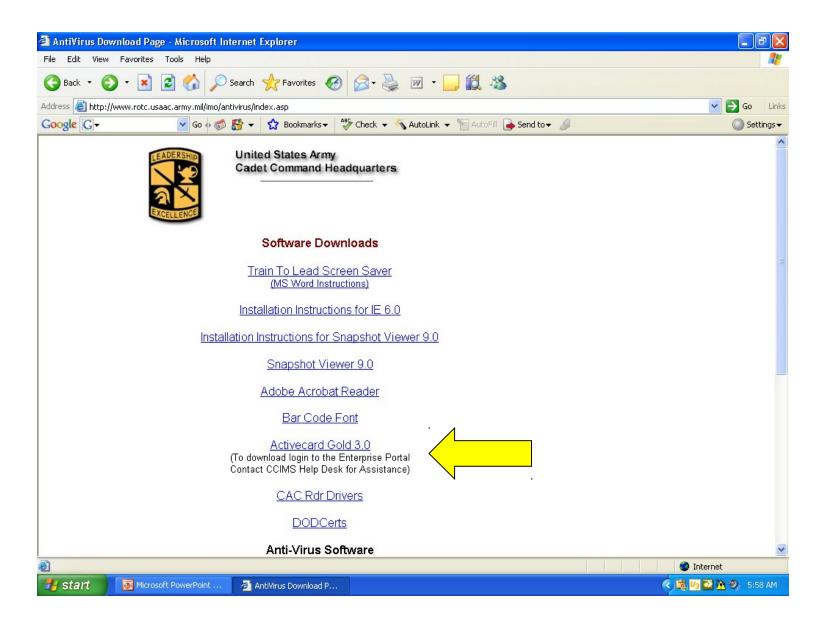
# Changing Software
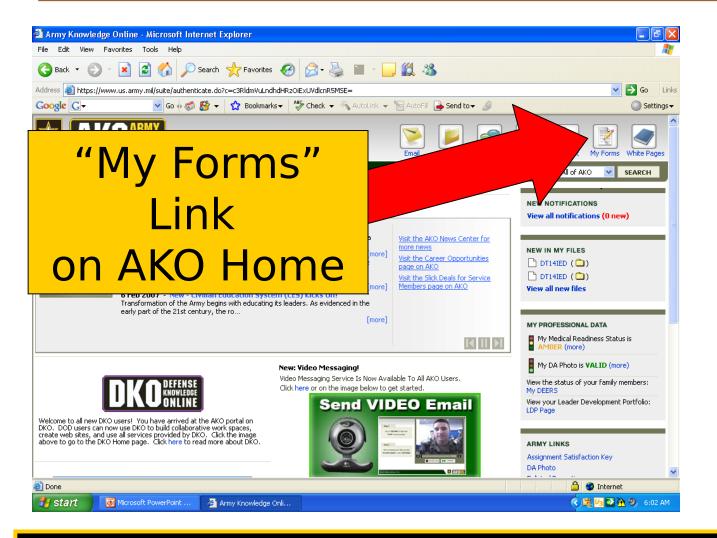
# PureEdge and ApproveIt Software

- Users at schools must download the PureEdge Viewer and ApproveIt Software from the AKO website

# Forms Link



"My Forms" Link on AKO Home
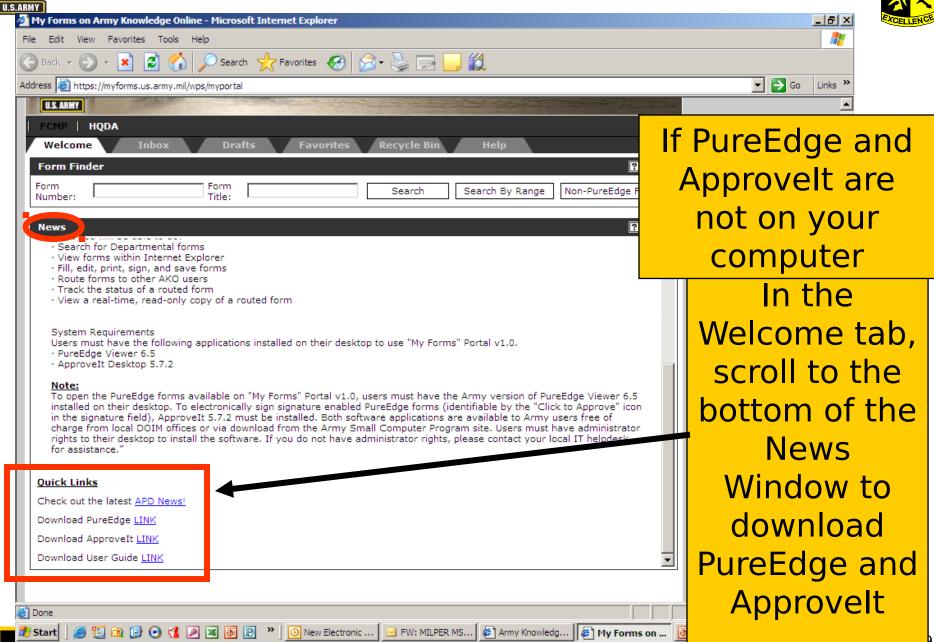
*Users will get forms from the "My Forms" tab on AKO or the APD web site for forms and publications which will link to this AKO site.*

If PureEdge and ApproveIt are not on your computer

In the Welcome tab, scroll to the bottom of the News Window to download PureEdge and ApproveIt

# Install DoD Root Certificates

• Users at schools must download and install the DoD Root Certificates that support the newer CAC cards

• **Import the DoD Certificate**
Please note: You will need to install both the Class 3 and Class 2 Root Certificates.

Install the Class 3 CA Root Certificate
1. Click on this link
http://dodpki.c3pki.chamb.disa.mil/rootca.h
tml

# DoD Class 3 PKI

## Download Root CA Certificate

**Instructions for downloading the certificate for the Root Certificate Authority (CA).**

Save the file to your local machine.

1. Right click on the saved file and select Open.
2. Expand down and click on Certificates. For each certificate listed double click on the certificate.
3. At the Certificate window click the Install Certificate button.
4. Click next in the Certificate Import Wizard, select "Place all certificates in the following store" and click Browse. If this is a Root Certificate select "Trusted Root Certification Authorities" or if it is a Intermediate CA Certificate select "Intermediate Certification Authorities" and click ok. Click next and click finish.

After reading the above instructions, click on **Download Class 3 Root CA Certificate**.

Then, using the same instructions, click on **Download Root CA 2 Certificate**.

Then, using the same intructions, click on **Download External Certification Authority (ECA) Root CA Certificate**.

# Electronic Signatures on Evaluation Reports

# Digital Signatures

- Need to have a Common Access Card (CAC) and reader.

- Authorized to sign only with <u>CAC</u> if using fully electronic forms (no other local means of applying electronic signature).

- Automatically dates the form when digitally signed.

- Digital signature prints users name in signature block on form and adds date.

- Digital signature associates information

# CAC Signature Instructions

- Insert CAC card into CAC reader
- Have your CAC pin number ready

CLICK HERE

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p

☐ Edit Component

**U.S. ARMY**
**Forms Content Management**

SAVE   SAVE AS   PRINT   EMAIL   WIZARD   NEXT >>

## OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

*FOR OFFICIAL USE ONLY (FOUO)*
*SEE PRIVACY ACT STATEMENT IN AR 623-X*

### PART I - ADMINISTRATIVE DATA

| a. NAME (Last, First, Middle Initial) | b. SSN | c. RANK | d. DATE OF RANK (yyyymmdd) | e. BRANCH | f. DESIGNATED SPECIALTY / PMOS (##) |
|---|---|---|---|---|---|
| PAN, PETER | 111-11-1111 | CW4 | 20010501 | OD | 915E6P |

| g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND | g.2. STATUS CODE | h. REASON FOR SUBMISSION |
|---|---|---|
| HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW | | 02|Annual |

| i. PERIOD COVERED | | j. RATED MONTHS | k. NONRATED CODES | l. NO. OF ENCL | m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil) | n. UIC | o. CMD CODE | p. PSB CODE |
|---|---|---|---|---|---|---|---|---|
| FROM (yyyymmdd) | THRU (yyyymmdd) | | | | | | | |
| 20050112 | 20060111 | 12 | | | peter.pan@us.army.mil | WV3SAA | MDW | MD11 |

### PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)

| | SSN | RANK | POSITION | SIGNATURE | DATE |
|---|---|---|---|---|---|
| a. NAME OF RATER (Last,First,MI)  HOOK, JOHN | 222-22-2222 | CPT | Company Commander | Click to Approve | |
| b. NAME OF INTERMEDIATE RATER (Last,First,MI) | - - | | POSITION | Click to Approve | DATE |
| c. NAME OF SENIOR RATER (Last, First, MI)  BELL, TINKER | 333-33-3333 | LTC | Battalion Commander | Click to Approve | DATE |

| SENIOR RATER'S ORGANIZATION | BRANCH | SENIOR RATER TELEPHONE NUMBER ( ) - | E-MAIL ADDRESS (.gov or .mil) |
|---|---|---|---|
| | | d. This is a referred report. Do you wish to make comments? ☐ ☐ Yes,comments are attached ☐ No | e. SIGNATURE OF RATED OFFICER   DATE |

### PART III - DUTY DESCRIPTION

| a. PRINCIPAL DUTY TITLE  Caisson Platoon Leader | b. POSITION AOC/BR 915E |
|---|---|

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

🔒 Unknown Zone

Start | respond -2.do... | 4 Microsoft ... | OERS-E | TOPMIS II (Pr... | https://208.... | 2 Microsoft P... | 9:29 AM

Click on "Sign"

Edit Component

# U.S. ARMY
## Forms Content Management

SAVE   SAVE AS   PRINT   EMAIL   WIZARD   NEXT >>

NOTE:  You may need to browse your computer to get to the Approve-it software.  The location on your computer should be C:\Program Files \ ApproveIt \ Capture

HHC, 1st Battalion, 3d U.S. Infantry Reg

Look in: Capture

- Dawndemo401.cps
- Johndemo401.cps
- MySignature.cps

File name:

Files of type: ePersona Files (*.cps)

Open
Cancel

OK   Sign   Advanced   Delete

### i. PERIOD COVERED
| FROM (yyyymmdd) | THRU (yyyymmdd) |
|---|---|
| 20050112 | 20060111 |

j. RATE MONTH

o. CMD CODE   MW
p. PSB CODE   MD11

**PART II - AUTHENTICATION (Ra**

a. NAME OF RATER (Last, First, MI)
HOOK, JOHN

b. NAME OF INTERMEDIATE RATER(Last,First,MI)

c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER

SENIOR RATER'S ORGANIZATION

DATE   20060309

DATE

DATE

Select "MySignature" and then "Open"

a. PRINCIPAL DUTY TITLE

POSITION AOC/BR 915E

c. SIGN

This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.  This is a test for HQDA processing.

Start | respond -2.do... | 3 Microsoft ... | OERS-E | TOPMIS II (Pr... | https://208... | 2 Microsoft P... | 9:33 AM

Edit Component

**U.S. ARMY**
**Forms Content Management**

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

**OFFICER EVALUATION REPORT**
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X.

a. NAME (Last, First, Middle Initial)
PAN, PETER

g.1. UNIT, ORG., STATION, ZIP CODE OR A
HHC, 1st Battalion, 3d U.S. Infantry Reg

915E6P

REASON FOR SUBMISSION
Annual

i. PERIOD COVERED
FROM (yyyymmdd) | THRU (yyyymmdd)
20050112 | 20060111

j. RATE
MONTH

o. CMD CODE | p. PSB CODE

**PART II - AUTHENTICATION (Ra**

a. NAME OF RATER (Last, First, MI)
HOOK, JOHN

b. NAME OF INTERMEDIATE RATER(Last,First,MI)

c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER

SENIOR RATER'S ORGANIZATION

**Digital Signature Viewer**

No Signature

**ApproveIt - ePersona Selection**

Signer Identity

ePersona: C:\Program Files\ApproveIt\Capture\MySignatu [Browse...]

Password: 

☐ Use this ePersona as default

[Sign using...] [OK] [Cancel]

[OK] [Sign] [Advanced] [Delete]

Side Note: If you try and enter your CAC password here, you will get a "incorrect password" notice. You have a few more steps.

Click "Sign using..."

a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

Edit Component

**U.S. ARMY**
**Forms Content Management**

SAVE    SAVE AS    PRINT    EMAIL    WIZARD    NEXT >>

**OFFICER EVALUATION REPORT**
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

*FOR OFFICIAL USE ONLY (FOUO)*
*SEE PRIVACY ACT STATEMENT IN AR 623-X.*

a. NAME *(Last, First, Middle Initial)*
PAN, PETER

g.1. UNIT, ORG., STATION, ZIP CODE OR A[...]
HHC, 1st Battalion, 3d U.S. Infantry Reg[...]

| i. PERIOD COVERED | | j. RATE MONTH |
|---|---|---|
| FROM (yyyymmdd) | THRU (yyyymmdd) | |
| 20050112 | 20060111 | |

**PART II - AUTHENTICATION** *(Ra[...]*

a. NAME OF RATER *(Last, First, MI)*
HOOK, JOHN

b. NAME OF INTERMEDIATE RATER*(Last, First, MI)*

c. NAME OF SENIOR RATER *(Last, First, MI)*
BELL, TINKER

SENIOR RATER'S ORGANIZATION

a. PRINCIPAL DUTY TITLE  Cai[...]on Platoon Lea[...]

c. SIGNIFICANT DUTIES A[...] RESPONSIBILITIES. REFER TO PART IV[...]DA FORM 67-9-1

This is a test fo[...] HQDA processing.  This is a test for HQDA proce[...]
[...]a test for HQDA processing[...]
[...] for HQDA processing.  Th[...]
[...] HQDA processing.  This is

NCH
D

*DESIGNATED SPECIALTIES* / *PMOS(WI)*
915E6P

EASON FOR SUBMISSION
nnual

| o. CMD CODE | p. PSB CODE |
|---|---|
| MW | MD11 |

[...]dmin data is correct)

DATE
20060309

DATE

DATE

[...] *.mil)*

[...]FFICER  DATE

b. POSITION AOC/BR 915E

---

**Digital Signature Viewer** [x]

**No Signature**

**ApproveIt - ePersona Selection** [? x]

Signer Identity

ePersona: C:\Program Files\ApproveIt\Capture\MySignatu   Browse...

Password: [_____]

☐ Use this ePersona as default

Sign using...          OK    Cancel

✓ ePersona
  Certificate/Smart card

  Topaz SignatureGem (serial port)
  Topaz SignatureGem 4x5 (serial port)
  Mouse

Advanced    Delete

---

**Click on
"Certificate/Smart card"**

**You may technically be able to use this option; but it is not authorized for OER & NCOER. Electronic evals will be rejected at HQDA if not signed with CAC.**

Edit Component

**OFFICER EVALUATION REPORT**

For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

**Select the <u>non-email</u> certificat**
**Then click "OK"**

a. NAME (Last, First, Middle Initial)
PAN, PETER

g.1. UNIT, ORG., STATION, ZIP CODE OR AP
HHC, 1st Battalion, 3d U.S. Infantry Reg

915E6P

REASON FOR SUBMISSION
Annual

| | |
|---|---|
| i. PERIOD COVERED | j. RATE |
| FROM (yyyymmdd) | THRU (yyyymmdd) | MONTH |
| 20050112 | 20060111 | |

o. CMD CODE
MW

p. PSB CODE
MD11

**Digital Signature Viewer**

**ApproveIt - Certificate Selection**

Please select the certificate you wish to use to approve the document.

| Subject | Issuer | |
|---|---|---|
| SCHERER.KAREN.WAY.12302085... | DOD CLASS 3 CA-3 | |
| SCHERER.KAREN.WAY.12302085... | DOD CLASS 3 EMAIL CA-3 | |

☐ Use this certificate as default    Details...

Sign using...          OK      Cancel

OK        Sign      Advanced      Delete

**PART II - AUTHENTICATION (Ra**

a. NAME OF RATER (Last, First, MI)
HOOK, JOHN

b. NAME OF INTERMEDIATE RATER(Last,First,MI)

c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER

SENIOR RATER'S ORGANIZATION

dmin data is correct)

DATE
20060309

DATE

DATE

r .mil)

FFICER   DATE

a. PRINCIPAL DUTY TITLE Caisson Platoon Leader

b. POSITION AOC/BR 915E

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

Unknown Zone

Enter CAC pin and then Click "OK"

OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

a. NAME (Last, First, Middle Initial)
PAN, PETER

g.1. UNIT, ORG., STATION, ZIP CODE OR A...
HHC, 1st Battalion, 3d U.S. Infantry Reg...

i. PERIOD COVERED | j. RATE
FROM (yyyymmdd) | THRU (yyyymmdd) | MONTH
20050112 | 20060111

PART II - AUTHENTICATION (Ra...

a. NAME OF RATER (Last, First, MI)
HOOK, JOHN

b. NAME OF INTERMEDIATE RATER(Last, First, MI)

c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER

SENIOR RATER'S ORGANIZATION

ASON FOR SUBMISSION
nnual

o. CMD CODE | p. PSB CODE
MW | MD11

dmin data is correct)

DATE
20060309

DATE

DATE

r .mil)

FFICER | DATE

Digital Signature Viewer

ApproveIt - Certificate Selection

Please select the certificate you wish to use to approve the document.

Subject
SCHERER.K...
SCHERER.K...

GSC 2.1 Smart Card

Enter PIN

[ ] Use this ce...

OK    Cancel

Sign using...    OK    Cancel

OK    Sign    Advanced    Delete

a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

Edit Component

# U.S. ARMY
## Forms Content Management

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

## OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X.

a. NAME (Last, First, Middle Initial)
PAN, PETER

BRANCH | f. DESIGNATED SPECIALTIES / PMOS(WI)
915E6P

g.1. UNIT, ORG., STATION, ZIP CODE OR AP
HHC, 1st Battalion, 3d U.S. Infantry Reg

REASON FOR SUBMISSION
Annual

i. PERIOD COVERED | j. RATE MONTH

FROM (yyyymmdd) | THRU (yyyymmdd)
20050112 | 20060111

o. CMD CODE | p. PSB CODE
MW | MD11

PART II - AUTHENTICATION (Ra

min data is correct)

a. NAME OF RATER (Last, First, MI)
HOOK, JOHN

DATE

b. NAME OF INTERMEDIATE RATER(Last,First,MI)

DATE

c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER

DATE

SENIOR RATER'S ORGANIZATION

.mil)

FFICER | DATE

**Digital Signature Viewer**

No Signature

**ApproveIt - Approval Information**

Signer Identity

Name: SCHERER.KAREN.WAY.1230208588

Signature:
SCHERER.KAREN.WAY.1230208588

Sign | Cancel

OK | Sign | Advanced | Delete

DATE
20060309

a. PRINCIPAL DUTY TITLE Caisson Platoon Leader

b. POSITION AOC/BR 915E

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

**Click on "Sign"**

Start | respond -2.do... | 3 Microsoft ... | OERS-E | TOPMIS II (Pr... | https://208.... | 2 Microsoft P... | 9:38 AM

☐ Edit Component

**U.S. ARMY**
**Forms Content Management**

SAVE   SAVE AS   PRINT   EMAIL   WIZARD   NEXT >>

**OFFICER EVALUATION REPORT**
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X.

a. NAME (Last, First, Middle Initial)
PAN, PETER

g.1. UNIT, ORG., STATION, ZIP CODE OR A
HHC, 1st Battalion, 3d U.S. Infantry Reg

i. PERIOD COVERED
FROM (yyyymmdd)   THRU (yyyymmdd)
20050112          20060111

j. RATE
MONTH

PART II - AUTHENTICATION (Ra

a. NAME OF RATER (Last, First, MI)
HOOK, JOHN

b. NAME OF INTERMEDIATE RATER (Last, First, MI)

c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER

SENIOR RATER'S ORGANIZATION

NCH   DESIGNATED SPECIALTIES / PMOS (WW)
915E6P

EASON FOR SUBMISSION
nnual

**Digital Signature Viewer**   ✕

Signature Is Valid

Signer: SCHERER.KAREN.WAY.1230208588
Signature Type: Silanis Technology Inc. Digital Signature
Time Signed: Thursday, March 9, 2006 14:39:46 GMT

Certificate Information:

Subject Common Name: SCHERER.KAREN.WAY.1230208588

Issuer Common Name: DOD CLASS 3 CA-3

Serial Number: 1168AC

Not Before: 2003-04-09T00:00:00Z
Not After: 2006-04-08T00:00:00Z

OK   Sign   Advanced   Delete

**NOTE: This box displays your CAC Certificate information**

**Click "OK"**

a. PRINCIPAL DUTY TITLE Caisson Platoon Leader

b. POSITION AOC/BR 915E

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQD... st for HQDA processing. This is a test for HQDA processing. This is a test for HQDA p... r HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

Unknown Zone

Start   respond -2.do...   3 Microsoft ...   OERS-E   TOPMIS II (Pr...   https://208....   2 Microsoft P...   9:40 AM

☐ Edit Component

# U.S. ARMY
## Forms Content Management

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

## OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X.

### PART I - ADMINISTRATIVE DATA

| a. NAME (Last, First, Middle Initial) | b. SSN | c. RANK | d. DATE OF RANK(yyyymmdd | e. BRANCH | f. DESIGNATED SPECIALTIES / PMOS(WH) |
|---|---|---|---|---|---|
| PAN, PETER | 111-11-1111 | CW4 ▼ | 20010501 | OD | 915E6P |

| g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND | g.2. STATUS CODE | h. REASON FOR SUBMISSION |
|---|---|---|
| HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW | | 02|Annual ▼ |

| i. PERIOD COVERED | | j. RATED MONTHS | k. NONRATED CODES | l. NO. OF ENCL | m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil) | n. UIC | o. CMD CODE | p. PSB CODE |
|---|---|---|---|---|---|---|---|---|
| FROM (yyyymmdd) | THRU (yyyymmdd) | | | | | | | |
| 20050112 | 20060111 | 12 | | | peter.pan@us.army.mil | WV3SAA | MW ▼ | MD11 ▼ |

### PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin. data is correct)

| a. NAME OF RATER (Last, First, MI) | SSN | RANK | POSITION | SIGNATURE | DATE |
|---|---|---|---|---|---|
| HOOK, JOHN | 222-22-2222 | CPT ▼ | Company Commander | SCHERER.KAREN.WAY.12302085 ✅ | 20060209 |

| b. NAME OF INTERMEDIATE RATER(Last,First,MI) | SSN | RANK | POSITION | SIGNATURE | DATE |
|---|---|---|---|---|---|
| | - - | ▼ | | Click to Approve | |

| c. NAME OF SENIOR RATER (Last, First, MI) | SSN | RANK | POSITION | SIGNATURE | DATE |
|---|---|---|---|---|---|
| BELL, TINKER | 333-33-3333 | LTC ▼ | Battalion Commander | Click to Approve | |

| SENIOR RATER'S ORGANIZATION | BRANCH | SENIOR RATER TELEPHONE NUMBER ( ) - | E-MAIL ADDRESS (gov or .mil) |
|---|---|---|---|
| | | | |

| | d. This is a referred report. Do you wish to make comments? ☐ ☐ | e. SIGNATURE OF RATED OFFICER | DATE |
|---|---|---|---|

a. PRINCIPAL DUTY TITLE Caisson Platoon Leader

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER...

This is a test for HQDA processing. This is...
is a test for HQDA processing. This is a te...
test for HQDA processing. This is a test fo...
for HQDA processing. This is a test for HQ...
HQDA processing.

When signed successfully, your name and a green check mark are displayed in the signature block. Users can click on your name to view your CAC certificate information.

Edit Component

| SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >> |

**U.S. ARMY**
**Forms Content Management**

| OFFICER EVALUATION REPORT SUPPORT FORM | FOR OFFICIAL USE ONLY (FOUO) |
|---|---|
| For use of this form, see AR 623-X; the proponent agency is DCS, G-1. | SEE PRIVACY ACT STATEMENT IN AR 623-X |

### PART I  RATED OFFICER IDENTIFICATION

| NAME OF RATED OFFICER (Last, First, MI) | SSN | RANK | DATE OF RANK(YYYYMMDD) | BRANCH | DESIGNATED / PMOS (WO) SPECIALTIES |
|---|---|---|---|---|---|
| WALDMAN, JOHN H. | 111-11-1111 | CW2 | 20060101 | AG | 42000 |

| UNIT, ORG., STATION ZIP CODE OR APO | STATUS CODE | FROM DATE | UIC | CMD CODE | PSB CODE |
|---|---|---|---|---|---|
| USA HRC Alexandria VA 22332  MDW | | 20060201 | WAAAAA | PZ | WH01 |

### PART II - AUTHENTICATION

| NAME OF RATER (Last, First, MI) | SSN | RANK | POSITION |
|---|---|---|---|
| JAN SWICORD | 222-22-2222 | GS14 | Chief, Eval Systems |

| NAME OF INTER. RATER (Last, First, MI) | SSN | RANK | POSITION |
|---|---|---|---|
| | | | |

| NAME OF SENIOR RATER (Last, First, MI) | SSN | RANK | POSITION |
|---|---|---|---|
| GEORGE PICCIRILLI | 333-33-3333 | GS15 | Chief, MSD |

### PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT RATING PERIOD TOOK PLACE ON _____ (Date)   Rated Soldier Initials [signature]   Rater Initials [signature]   Senior Rater Initials (Review) [signature]

PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:

Dates _____   Rated Soldier Initials [signature]   Rater Initials [signature]   Senior Rater Initials (Review) [signature]

### PART IV - RATED OFFICER   (Complete Part IV and Part V below for this rating period)

PRINCIPAL DUTY TITLE Military Personnel M...

a. STATE YOUR SIGNIFICANT DUTIES AND RES...

This is what I do when I do it while I...
This is what I do when I do it while I do it.
This is what I do when I do it while I do it.
This is what I do when I do it while I do it.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o Keep healthy
o Stay warm
o Have fun

**The electronic signature will automatically provide the date in the correct location.**

Edit Component

## U.S. ARMY
### Forms Content Management

| SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >> |

---

### OFFICER EVALUATION REPORT SUPPORT FORM
For use of this form, see AR 623-X; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT
IN AR 623-X

**PART I  RATED OFFICER IDENTIFICATION**

| NAME OF RATED OFFICER (Last, First, MI) | SSN | RANK | DATE OF RANK(YYYYMMDD) | BRANCH | DESIGNATED / PMOS (WO) SPECIALTIES |
|---|---|---|---|---|---|
| DUCK, DONALD A. | 111-11-1111 | LTC | 19991214 | MI | |

| UNIT, ORG., STATION ZIP CODE OR APO | STATUS CODE | FROM DATE | UIC | CMD CODE | PSB CODE |
|---|---|---|---|---|---|
| USA HRC Reserve Cell Alexandria VA  22332   MDW | | 20050801 | W6ED47 | MD12 | MP |

**PART II - AUTHENTICATION**

| NAME OF RATER (Last, First, MI) | SSN | RA |
|---|---|---|
| DUCK, DAISY | 222-22-2222 | GS |
| NAME OF INTER. RATER (Last, First, MI) | SSN - - | RA |
| NAME OF SENIOR RATER (Last, First, MI) | SSN | RA |
| PLUTO, DAFFY | 333-33-3333 | GS |

**PART III - VERIFICATION OF FACE-TO-FACE**

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIE

CURRENT RATING PERIOD TOOK PLACE ON   2006/03/10   (Date)   Rated Soldier Initials

PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:

Dates _____   Rated Soldier Initials

**PART IV - RATED OFFICER**   (Complete Part I

PRINCIPAL DUTY TITLE Personnel Management Officer

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES:

This is what I do This is what I do this is what I do.  This is what I do, what I do.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

-do
-right
-all

**After saving to the system, you are returned to the form.**
**To exit back to the portal, select the X in the upper right hand corner.**

**We may add some sort of a "close" button here.**

Unknown Zone

# Digital Signatures Freeze Data

- When you sign digitally, your signature freezes the data associated with your part of the form

- If you later change "frozen" information, it will invalidate the signature (delete it) and the rating official will have to re-sign.

- It appears once the senior rater has signed, only the senior rater can go back and change (i.e., rater cannot make changes after senior rater has signed, but vice-versa is true)

# Questions?